

LEGAL ASSISTANT

Position:

- Full-time with overtime as required by attorney workload, salary DOE

Job Summary:

- To assist attorneys in delivery of legal services to clients.

Minimum Qualifications:

- Any of the following:
 - Certified Legal Assistant certificate;
 - Graduate of legal assistant study program or 60 semester hours classroom study;
 - Bachelor's degree plus six months in-house training as legal assistant;
 - Minimum of three years law-related experience under licensed attorney plus six months in-house training as legal assistant; or
 - Two years in-house training as legal assistant.

General job responsibilities:

- File management tasks, such as:
 - Draft and file legal documents, e.g. pleadings and deeds
 - Summarize depositions, interrogatories, and testimony
 - Request, organize, and summarize medical records
- Create Excel spreadsheets for financial information
- Intake for call-ins seeking legal assistance
- Sort, scan, file incoming mail
- Communicate with court officials/attorneys/other office personnel as directed
- Maintain attorney calendars, such as scheduling appointments or court dates
- Draft and send correspondence
- Transcribe attorney dictation
- Client contact – client interviews and maintain general contact with clients
- Conduct investigations and documentary research
- Attend hearings and trials with attorneys
- Office hospitality, such as refreshments for guests
- Office sanitization and COVID precautions
- Other duties as assigned

Frequently used office technology:

Avaya phone system; Microsoft Windows 10; Microsoft Office; Adobe Acrobat; Multi-function printer/scanner/copiers; Worldox document management; Juris Time-Keeping; Olympia dictation system.

Other qualifications:

Pro-active; comfortable with computer work; proficient in Microsoft Office; trainable in new office technology; strong communication skills; proficient with grammar rules and spelling; attentive to detail; ability to keep clear head amid periods of increased task volume; willing to assist other staff.

To Apply:

Applications available at <https://bantzlaw.com/careers>. Send cover letter, application, and resume, including work and salary history, to attorneys@bantzlaw.com. Any offer of employment contingent on results of background check.

Closing Date:

Applications will be immediately considered. Position will remain open until filled.

Bantz, Gosch & Cremer LLC
305 Sixth Ave. SE
Aberdeen, SD 57402-0970
P: (605) 225-2232 | F: (605) 225-2497
<https://bantzlaw.com>